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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 14 March 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #11

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:

A. Revised OTR Career Plan [redacted] Personnel Section has completed a draft of a new Career Plan Regulation reflecting current OTR plans and procedures. Steps are being taken to coordinate this draft for final approval and distribution. At the request of the Deputy Director/Personnel for Planning and Development, a copy of the draft was given to [redacted] of DDI Staff who is interested in current procedures being followed in the OTR career service for the edification of DDI components.

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B. Headquarters Area Official Travel: The DD/S has requested the Office of the Comptroller to review and survey the policies and practices of reimbursement for Headquarters area travel in taxicabs, personal and covert vehicles. BFO/TR has obtained temporary approval to continue reimbursement on the basis of present OTR practices pending completion of the study.

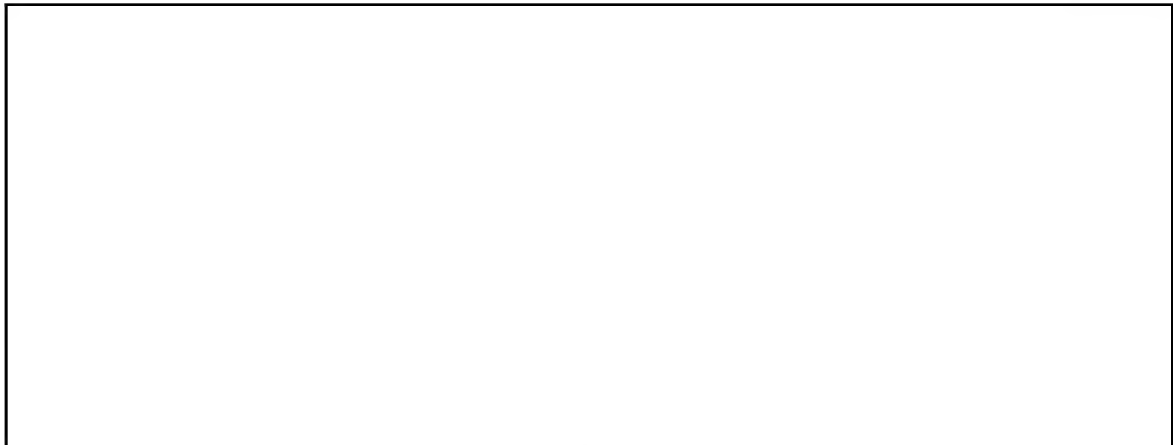
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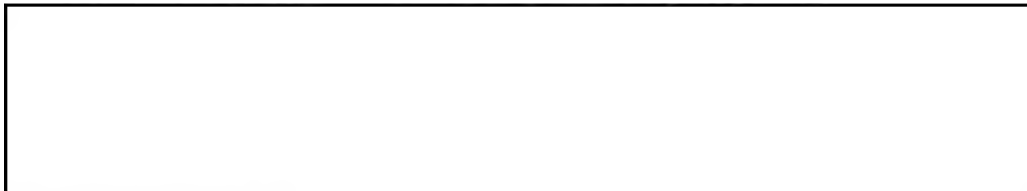
E. SPACE: Plans for utilization of the remaining uncleared OTR space in Quarters Eye was submitted to the Office of Logistics. The space will be used by LETS for a new Language Course beginning 2 April 1956.

F. REGISTRAR'S OFFICE:

- (1) The monthly report of Waivers and Deferments of Training Standards was forwarded to the Acting D/TR on 8 March. Copies of this report are also sent to SA/DDS, SA/DDI, SSA/DDS and C/CSTC/DDP.
- (2) The next Effective Writing course will begin 10 April 1956.
- (3) A representative from the ORR Training Office used the records in the Registrar's office on 12 March to make their records current.

G. DELINQUENCY STATEMENTS: The February IBM listing from Finance Division representing the status of accounts as of February 1956 has been received by the Processing Section. The listing showed sixteen persons as being delinquent in accounting for Agency funds; however, twelve of these had submitted accountings prior to the receipt of the listing. Action to clear the remaining four accounts is being taken.

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H. PERSONNEL ITEMS

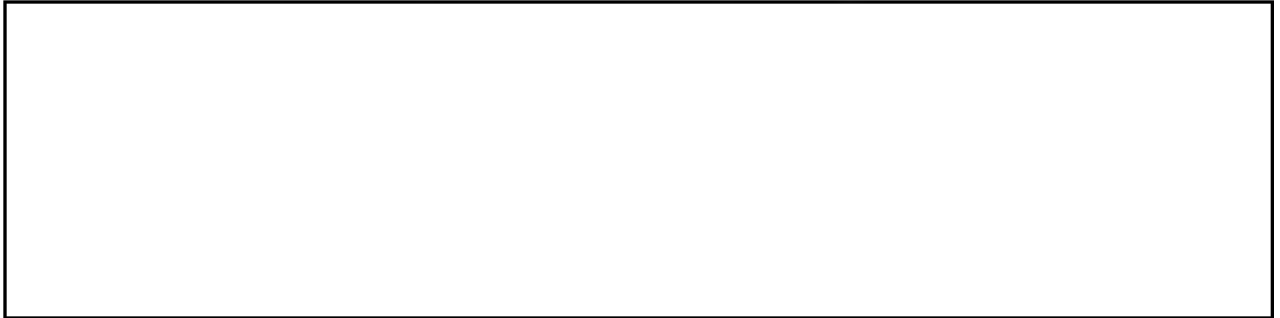
The Office of Personnel has advised Personnel Officer, OTR that [redacted] reporting date as replacement in Personnel Section has been set back to 2 April 1956. Efforts are being

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made to effect an earlier reporting date.

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